



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date <u>11</u>			Application Number <u>85-31</u>	
Application Number			Date Received <u>MAR 8 1985</u>	Date Completed <u>APR 04 1985</u>
2. Person to Contact Wayne Kelly		Working Title Accounting Officer I	Telephone Number 656-5595	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1984 to date		5. Records Series Title (followed by title used in office, if different) Vehicle Charges by Responsible Unit (CAMS)		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? DIVISION OF ADMINISTRATION PROVIDES STAFF SUPPORT TO THE DEPARTMENT IN THE AREAS OF GENERAL ACCOUNTING; AUDITS AND FISCAL PROCEDURES; PERSONNEL AND TRAINING; CONTRACTS PROCUREMENT AND ADMINISTRATION; EQUIPMENT CONTROL; PURCHASING; COST ACCOUNTING; GENERAL FILES; RECORDS MANAGEMENT; DEPARTMENT BUDGET; SAFETY RISK OPERATIONS AND TELECOMMUNICATIONS; INVENTORY AND WAREHOUSE CONTROL. GENERAL SUPPORT SERVICES IS RESPONSIBLE FOR CONTRACT PROCUREMENT AND ADMINISTRATION; EQUIPMENT CONTROL; PURCHASING; COST ACCOUNTING; GENERAL FILES; RECORD MANAGEMENT; DEPARTMENT BUDGET; SAFETY AND RISK OPERATION; TELECOMMUNICATIONS; HEATING AND AIRCONDITIONING; WAREHOUSE. COST ACCOUNTING RESPONSIBLE FOR VEHICLE COST AND INVENTORY CONTROL.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Documenting individual charges to FACS organization numbers. Included are: "DOT Charges by Vehicle Responsible Unit (CAMS 8890 Report)" New Report #8765 after 3-1-85 File is arranged: Monthly				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>3 or 4</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>Seldom</u> ; twenty-five months and older <u>0-1</u> ?				
9. Annual Rate of Accumulation of Records Prior to 7-1-84 (Paper): Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>3 cu ft a year</u> July 1, 1984 - Present (Microfiche) <u>1/10 Microfiche Storage box</u>				

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	<u>3</u> years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>3</u> years.
c. Federal law	<u>3</u> years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Law requires project related cost accounting records must be retained 3 years after the fiscal or calendar year in which the file was created.

FHPM Volume 1 Chapter 6 Section 2 (See below for explanation of need for security microfiche)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Prior to July 1, 1984 (Paper): ☒ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then July 1, 1984 - Present:
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Microfiche Reference Copy: Hold in current files area 5 years; then destroy.

Microfiche Vital Records Copy: Cut off files at end of each fiscal year; then transfer to Archives Microfilm Security Vault; hold 20 years; then destroy.

NOTE: These files may not be destroyed until all audit questions are resolved.

Item 11 (cont.) - Because CAMS is a new computer system for managing cost accounting data, it is difficult to project how long the security copies of microfiche generated by the system might be needed. The Department is recommending a 20-year retention period for the security microfiche based on the long-term nature of highway projects, but will re-evaluate the administrative value of this data from time to time and will request an adjustment if it is

These instructions apply to all prior and future accumulations of the series.

later determined that data is needed for a longer or shorter period of time.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James L. Sykes</i>		<i>Martha B. Burt</i>	<i>8/5/85</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
85-31		State Auditor/Designee	<i>James L. Sykes</i> <i>4-1-85</i>
		Secretary of State/Designee	<i>Edward Weldon</i> <i>3/28/85</i>
		Attorney General/Designee	<i>James L. Sykes</i> <i>4/2/85</i>